

## **NIH POLICY MANUAL**

### **6342-70 - CONTRACT FINANCIAL REPORTING AND REVIEW**

**Issuing Office: FASB, OA/DCG 496-6014**

**Release Date: 6/1/97**

1. **Explanation of Material Transmitted:** This Manual Chapter provides guidance on financial and personnel reporting and review for cost-reimbursement contracts.
2. **Filing Instructions:**  
  
**Remove:** NIH Manual Chapter 6342-70, dated 6/18/92  
**Insert:** NIH Manual 6342-70, dated 6/1/97.
3. **Distribution:** NIH Mailing Keys F-401, F-407

**PLEASE NOTE:** For information on:

- content of this chapter, contact the Division of Acquisition Policy and Evaluation, OCM, OA, on (301) 496-6014.
- NIH Manual Mailing Keys, contact the Division of Support Services, ORS, on (301) 496-4808.
- NIH Manual System, contact the Division of Management Support, OMA, on (301) 496-2832.
- on-line information, use: <http://www3.od.nih.gov/oma/manualchapters/>

#### **A. Purpose:**

This issuance provides guidance on financial and personnel reporting and review. It also corrects the points of contact for information, and removes the requirement for submitting a copy of the NIH 2706 to the Office of Financial Management (OFM).

#### **B. Background:**

Form NIH 2706, "Financial Report of Individual Project/Contract," which replaced the obsolete Form HHS-646, has been designed to obtain the data required by HHSAR 342.7002. In addition, regulations and procedures have been modified to provide more latitude to the contracting offices in determining how the required information will be obtained.

#### **C. References:**

The requirements in this chapter are taken from DHHS regulations and policy.

1. HHSAR 342.7002
2. DHHS Project Officers' Contracting Handbook

#### **D. Policy:**

Financial and personnel reporting is required on contracts as specified in HHSAR 342.7002(e). When financial reporting is required, the contracting officer and project officer shall review the reports to ensure that the costs incurred are commensurate with technical progress.

#### **E. Responsibilities:**

The following individuals have the indicated responsibilities.

1. Contracting officers shall include appropriate financial reporting requirements in contracts and ensure that contract financial reports are reviewed.
2. Project officers shall review contract financial reports and notify the contracting officer of any discrepancies.

#### **F. Reporting Procedures:**

1. Applicability - Financial and personnel reporting is required on:
  - a. all cost-reimbursement type contracts which are financed under the Payment Management System (PMS) (previously letter-of-credit) method of payment regardless of dollar value.
  - b. all other cost-reimbursement type contracts of \$100,000 or more.
2. Method of Reporting - When financial and personnel reporting is required on a contract, the required data will be obtained on Form NIH 2706, (see Appendix 1) or by requesting supplemental data as an addendum to the invoice/financing request (see Appendix 2 for sample).
  - a. Contracts Financed under the PMS - The NIH 2706 is mandatory for contracts paid under the PMS method of payment, and is optional for other contracts which require financial and personnel reporting.
  - b. Other Contracts - Form NIH 2706 may be used, or the cost and personnel data may be obtained as an addendum to the invoice. The data and method of reporting fall within the discretion of the contracting officer. The cost and personnel reporting requirements may be specified in the Advance Understandings Article of the contract, or NIH(RC)-4, "INVOICE/FINANCING REQUEST AND CONTRACT FINANCIAL REPORTING INSTRUCTIONS FOR NIH COST-REIMBURSEMENT TYPE CONTRACTS," (see Appendix 3) may be used to obtain the data. The NIH(RC)-4 combines the requirements of NIH(RC)-1 and the NIH 2706, and therefore replaces the two separate documents.
3. Frequency - For contracts paid under the PMS, the NIH 2706 generally should be

submitted not less frequently than quarterly or more frequently than monthly. For other contracts, the reporting frequency is within the discretion of the contracting officer.

4. Contract/RFP - When the contractor will be required to submit financial reporting, the appropriate clauses will be inserted in the RFP and resultant contract.
5. Completion of Form NIH 2706 - The contracting officer will be responsible for completing Columns A, B, and I on the NIH 2706 based on negotiations conducted and documented in the Summary of Negotiations. The contractor will be responsible for completing all other columns and making adjustments if later modifications occur.
6. Expenditure Categories - The expenditure categories to be reported should be negotiated prior to award. The expenditure categories in the Financial Reporting Clause in the contract, and Column A of NIH 2706 should be the same.

a. The data requested from the contractor should be limited to that which is necessary to accomplish the goal of effective contract management without being unduly burdensome on the contractor.

b. If the contract is paid under the PMS, the NIH 2706 is ordinarily the only financial report submitted by the contractor. In such cases, the expenditure categories specified must include any category which is restricted in the contract, e.g., under Advance Understandings. In addition, if detailed supporting documentation is necessary to adequately monitor any expenditure category, the level at which the data will be required must be specified in the contract.

## **G. Review Procedures:**

1. Project Officer's Review - The responsibilities of the NIH Project Officer with regard to monitoring the financial expenditures on contracts is prescribed in the DHHS Project Officers' Contracting Handbook, which states in part:

"Financial reports are an important element in contract administration, especially in cost-reimbursement contracts. They reveal the financial status of the contract and provide information that is helpful in avoiding or anticipating cost overruns. Financial reports provide both the project officer and the contracting officer with a means of checking the contractor's expenditures based on cost elements and enable them to match the costs incurred with the technical results achieved.

"The amount of detailed financial information required will vary, depending on the type of contract involved, the nature of the work or services being procured, and the method of payment. Under a cost-reimbursement contract, the contractor is entitled to full and prompt payment for all incurred allowable costs, without any hold-back by the Government pending completion of performance. Therefore, cost-reimbursement contracts require close monitoring by the project officer so that the Government does not pay excess costs for the end product either because of a contractor's inefficiency (e.g., missed schedules, unacceptable reports, etc.), or as a result of unforeseen problems,

which if promptly addressed, could prevent excess costs."

2. Procedures - To accomplish the goals prescribed by the DHHS Project Officers' Contracting Handbook for strengthening contract administration, each contract office shall establish procedures whereby the financial and personnel reports will be reviewed by both the project officer and the contracting officer. Such procedures should provide evidence and/or documentation that such reviews have been performed and that any issues raised by either the project officer or contracting officer have been resolved.

#### **H. Contract Closeout:**

Contracts, which are paid under the PMS, have substantially the same closeout requirements as contracts paid by invoice, e.g., a final property inventory, a final invoice, and the NIH 1143-3, Final Certification of Acceptable Costs. The approved final invoice and the NIH 1143-3 must be submitted to the OFM for the contract to be closed in the accounting system.

#### **I. Records Retention and Disposal:**

Records pertaining to contract administration and payment are retained and disposed of under the authority of NIH Manual [1743](#), "Keeping and Destroying Records," Appendix 1, "NIH Records Control Schedule," Item 2600-A-4, Routine Procurement Files.

#### **J. Copies of Forms:**

Form NIH 2706 can be obtained from the OCM by calling 301-496-1783. The Research Contract Clauses (RC) can be obtained from OCM by calling 301-496-6014.

National Institutes of Health

FINANCIAL REPORT OF  
INDIVIDUAL  
PROJECT/CONTRACT,  
NIH FORM 2706

Project Task:  
Contract No.:

Date of Report:  
0990-0134  
0990-0131

Note: Complete this Form in Accordance with Accompanying Instructions.  
Reporting Period:

Contractor Name and Address:

Expenditure Category  
Percentage of  
Effort/Hours

Cumulative  
Incurred  
Cost at End  
of Prior  
Period  
Incurred  
Cost--Current  
Period  
Cumulative  
Cost to  
Date  
(D + E)  
Estimated  
Cost to  
Complete  
Estimated Cost  
at Completion  
(F + G)  
Negotiated  
Contract  
Amount  
Variance  
(Over or  
Under)  
(I - H)

Negotiated  
Actual

A  
B  
C  
D  
E  
F  
G  
H  
I  
J

INSTRUCTIONS FOR COMPLETING FORM NIH 2706

## "FINANCIAL REPORT OF INDIVIDUAL PROJECT/CONTRACT"

### GENERAL INFORMATION

Purpose. Form NIH 2706 is designed to: (1) provide a management tool for use by the NIH in monitoring the application of financial and personnel resources to the NIH contracts; (2) provide contractors with financial and personnel management data which is usable in their management processes; (3) promptly indicate potential areas of contract underruns or overruns by making possible comparisons of actual performance and projections with prior estimates on individual elements of cost and personnel; and (4) obtain contractor's analyses of cause and effect of significant variations between actual and prior estimates of financial and personnel performance.

### REPORTING REQUIREMENTS

Scope. The specific cost and personnel elements to be reported shall be established by mutual agreement prior to award. The Government may require the contractor to provide detailed documentation to support any element(s) on one or more financial reports.

Number of Copies and Mailing Address. An original and two (2) copies of the report(s) shall be sent to the contracting officer at the address shown on the face page of the contract, no later than 30 working days after the end of the period reported. However, the contract may provide for one of the copies to be sent directly to the project officer.

### REPORTING STATISTICS

A modification which extends the period of performance of an existing contract will not require reporting on a separate Form NIH 2706, except where it is determined by the contracting officer that separate reporting is necessary. Furthermore, when incrementally funded contracts are involved, each separate allotment is not considered a separate contract entity (only a funding action). Therefore, the statistics under incrementally funded contracts should be reported cumulatively from the inception of the contract through completion.

Definitions and Instructions for Completing Form NIH 2706. For the purpose of establishing expenditure categories in Column A, the following definitions and instructions will be utilized. Each contract will specify the categories to be reported.

(1) Key Personnel. Include key personnel regardless of annual salary rates. All such individuals should be listed by names and job titles on a separate line including those whose salary is not directly charged to the contract but whose effort is directly associated with the contract. The listing must be kept up to date.

(2) Personnel--Other. List as one amount unless otherwise required by the contract.

(3) Fringe Benefits. Include allowances and services provided by the contractor to employees as compensation in addition to regular salaries and wages. If a fringe benefit rate(s) has been established, identify the base, rate, and amount billed for each category. If a rate has not been established, the various fringe benefit costs may be required to be

shown separately. Fringe benefits which are included in the indirect cost rate should not be shown here.

(4) Accountable Personal Property. Include nonexpendable personal property with an acquisition cost of \$1,000 or more and with an expected useful life of two or more years, and sensitive items regardless of cost. Form HHS 565, "Report of Accountable Property," must accompany the contractor's public voucher (SF 1034/SF 1035) or this report if not previously submitted. See "Contractor's Guide for Control of Government Property."

(5) Supplies. Include the cost of supplies and material and equipment charged directly to the contract, but excludes the cost of nonexpendable equipment as defined in (4) above.

(6) Inpatient Care. Include costs associated with a subject while occupying a bed in a patient care setting. It normally includes both routine and ancillary costs.

(7) Outpatient Care. Include costs associated with a subject while not occupying a bed. It normally includes ancillary costs only.

(8) Travel. Include all direct costs of travel, including transportation, subsistence and miscellaneous expenses. Travel for staff and consultants shall be shown separately. Identify foreign and domestic travel separately. If required by the contract, the following information shall be submitted: (i) Name of traveler and purpose of trip; (ii) Place of departure, destination and return, including time and dates; and (iii) Total cost of trip.

(9) Consultant Fee. Include fees paid to consultant(s). Identify each consultant with effort expended, billing rate, and amount billed.

(10) Premium Pay. Include the amount of salaries and wages over and above the basic rate of pay.

(11) Subcontracts. List each subcontract by name and amount billed.

(12) Other Costs. Include any expenditure categories for which the Government does not require individual line item reporting. It may include some of the above categories.

(13) Overhead/Indirect Costs. Identify the cost base, indirect cost rate, and amount billed for each indirect cost category.

(14) General and Administrative Expense. Cite the rate and the base. In the case of nonprofit organizations, this item will usually be included in the indirect cost.

(15) Fee. Cite the fee earned, if any.

(16) Total Costs to the Government.

## PREPARATION INSTRUCTIONS

These instructions are keyed to the Columns on Form NIH 2706.

Column A--Expenditure Category. Enter the expenditure categories required by the contract.

Column B--Percentage of Effort/Hours Negotiated. Enter the percentage of effort or number of hours agreed to during contract negotiations for each labor category listed in Column A.

Column C--Percentage of Effort/Hours-Actual. Enter the cumulative percentage of effort or number of hours worked by each employee or group of employees listed in Column A.

Column D--Cumulative Incurred Cost at End of Prior Period. Enter the cumulative incurred costs up to the end of the prior reporting period. This column will be blank at the time of the submission of the initial report.

Column E--Incurred Cost-Current Period. Enter the costs which were incurred during the current period.

Column F--Cumulative Incurred Cost to Date. Enter the combined total of Columns D and E.

Column G--Estimated Cost to Complete. Make entries only when the contractor estimates that a particular expenditure category will vary from the amount negotiated. Realistic estimates are essential.

Column H--Estimated Costs at Completion. Complete only if an entry is made in Column G.

Column I--Negotiated Contract Amount. Enter in this column the costs agreed to during contract negotiations for all expenditure categories listed in Column A.

Column J--Variance (Over or Under). Complete only if an entry is made in Column H. When entries have been made in Column H, this column should show the difference between the estimated costs at completion (Column H) and negotiated costs (Column I). When a line item varies by plus or minus 10 percent, i.e., the percentage arrived at by dividing Column J by Column I, an explanation of the variance should be submitted. In the case of an overrun (net negative variance), this submission shall not be deemed as notice under the Limitation of Cost (Funds) Clause of the contract.

Modifications. List any modification in the amount negotiated for an item since the preceding report in the appropriate cost category.

Expenditures Not Negotiated. List any expenditure for an item for which no amount was negotiated (e.g., at the discretion of the contractor in performance of its contract) in the appropriate cost category and complete all columns except for I. Column J will of course show a 100 percent variance and will be explained along with those identified under J above.



## A. Sample Advance Understandings

### Invoices - Cost and Personnel Reporting, and Variances from the Negotiated Budget

1. The contractor agrees to provide a detailed breakdown on invoices of the following cost categories:

a. Direct Labor - List individuals by name, title/position, hourly/annual rate, level of effort and amount claimed.

b. Fringe Benefits - Cite rate and amount.

c. Overhead - Cite rate and amount.

d. Materials & Supplies - Include detailed breakdown when total amount is over \$1,000.

e. Travel - Identify travelers, dates, destination, purpose of trip, and amount. Cite the COA, if appropriate. List separately, domestic travel, general scientific meeting travel, and foreign travel.

f. Consultant Fees - Identify individuals and amounts.

g. Subcontracts - Attach subcontractor invoice (s).

h. Equipment - Cite authorization and amount.

i. G&A - Cite rate and amount.

j. Total Cost.

k. Fixed Fee.

l. Total CPFF.

Monthly invoices must include the cumulative total expenses to date, adjusted (as applicable) to show any amounts suspended by the Government.

2. The contractor agrees to immediately notify the contracting officer in writing if there is an anticipated overrun (any amount) or unexpended balance (greater than 10 percent) of the amount allotted to the contract, and the reasons for the variance. Also refer to the requirements of the Limitation of Funds and Limitation of Cost Clauses in the contract.

### Invoice Submission/Contract Financing Request and Contract Financial Report

Invoice/Financing Request Instructions and Contract Financial Reporting for NIH Cost-Reimbursement Type Contracts, NIH(RC)-4, are attached and made part of this contract. The instructions and the following directions for the submission of invoices/financing request must be followed to meet the requirements of a "proper" payment request, pursuant to FAR 32.9. These instructions also provide for the submission of financial and personnel reporting required by HHSAR 342.7002.

1. Invoices/financing requests shall be submitted as follows:

An original and two copies to the following designated billing office:

Name of Contracting Officer

Name of Institute, NIH

Building Room

City State Zip Code

2. Inquiries regarding payments should be directed to the designated billing office, (301) \_\_\_\_\_-\_\_\_\_\_.

NIH(RC)-4(a)

REV. 5/97 INVOICE/FINANCING REQUEST AND CONTRACT FINANCIAL REPORTING  
INSTRUCTIONS FOR NIH COST-REIMBURSEMENT TYPE CONTRACTS

General: The contractor shall submit claims for reimbursement in the manner and format described herein and as illustrated in the sample invoice/financing request.

Format: Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal," and Standard Form 1035, "Public Voucher for Purchases and Services Other Than Personal-- Continuation Sheet," or reproduced copies of such forms marked ORIGINAL should be used to submit claims for reimbursement. In lieu of SF-1034 and SF-1035, claims may be submitted on the payee's letter-head of self-designed form provided that it contains the

information shown on the sample invoice/financing request.

Number of Copies: As indicated in the Invoice Submission Clause in the contract.

Frequency: Invoices/financing requests submitted in accordance with the Payment Clause shall be submitted monthly unless otherwise authorized by the contracting officer.

Cost Incurrence Period: Costs incurred must be within the contract performance period or covered by precontract cost provisions.

Billing of Costs Incurred: If billed costs include: (1) costs of a prior billing period, but not previously billed; or (2) costs incurred during the contract period and claimed after the contract period has expired the amount and month(s) in which such costs were incurred shall be cited.

Contractor's Fiscal Year: Invoices/financing requests shall be prepared in such a manner that costs claimed can be identified with the contractor's fiscal year.

Currency: All NIH contracts are expressed in United States dollars. When payments are made in a currency other than United States dollars, billings on the contract shall be expressed, and payment by the United States Government shall be made, in that other currency at amounts coincident with actual costs incurred. Currency fluctuations may not be a basis of gain or loss to the contractor. Notwithstanding the above, the total of all invoices paid under this contract may not exceed the United States dollars authorized.

Costs Requiring Prior Approval: Costs requiring the contracting officer's approval, which are not set forth in an Advance Understanding in the contract shall be so identified and reference the Contracting Officer's Authorization (COA) Number. In addition, any cost set forth in an Advance Understanding shall be shown as a separate line item on the request.

Invoice/Financing Request Identification: Each invoice/financing request shall be identified as either:

(a) Interim Invoice/Contract Financing Request These are interim payment requests submitted during the contract performance period.

(b) Completion Invoice The completion invoice is submitted promptly upon completion of the work; but no later than one year from the contract completion date, or within 120 days after settlement of the final indirect cost rates covering the year in which this contract is physically complete (whichever date is later). The completion invoice should be submitted when all costs have been assigned to the contract and all performance provisions have been completed.

(c) Final Invoice A final invoice may be required after the amounts owed have been settled between the Government and the contractor (e.g., resolution of all suspensions and audit exceptions).

Preparation and Itemization of the Invoice/Financing Request: The contractor shall furnish the

information set forth in the explanatory notes below. These notes are keyed to the entries on the sample invoice/financing request.

- (a) Designated Billing Office Name and Address Enter the designated billing office and address, identified in the Invoice Submission Clause of the contract, on all copies of the invoice/financing request.
- (b) Invoice/Financing Request Number Insert the appropriate serial number of the invoice/financing request.
- (c) Date Invoice/Financing Request Prepared Insert the date the invoice/financing request is prepared.
- (d) Contract Number and Date Insert the contract number and the effective date of the contract.
- (e) Payee's Name and Address Show the contractor's name (as it appears in the contract), correct address, and the title and phone number of the responsible official to whom payment is to be sent. When an approved assignment has been made by the contractor, or a different payee has been designated, then insert the name and address of the payee instead of the contractor.
- (f) Total Estimated Cost of Contract Insert the total estimated cost of the contract, exclusive of fixed-fee. For incrementally funded contracts, enter the amount currently obligated and available for payment.
- (g) Total Fixed-Fee Insert the total fixed-fee (where applicable). For incrementally funded contracts, enter the amount currently obligated and available for payment.
- (h) Billing Period Insert the beginning and ending dates (month, day, and year) of the period in which costs were incurred and for which reimbursement is claimed.
- (i) Incurred Cost - Current Insert the amount billed for the major cost elements, adjustments, and adjusted amounts for the current period.
- (j) Incurred Cost - Cumulative Insert the cumulative amounts billed for the major cost elements and adjusted amounts claimed during this contract.
- (k) Direct Costs Insert the major cost elements. For each element, consider the application of the paragraph entitled "Costs Requiring Prior Approval" on page 1 of these instructions.
  - (l) Direct Labor Include salaries and wages paid (or accrued) for direct performance of the contract. For Key Personnel, list each employee on a separate line. List other employees as one amount unless otherwise required by the contract.

(2) Fringe Benefits List any fringe benefits applicable to direct labor and billed as a direct cost. Fringe benefits included in indirect costs should not be identified here.

(3) Accountable Personal Property Include permanent research equipment and general purpose equipment having a unit acquisition cost of \$1,000 or more and having an expected service life of more than two years, and sensitive property regardless of cost (see the DHHS Contractor's Guide for Control of Government Property). Show permanent research equipment separate from general purpose equipment. Prepare and attach Form HHS-565, "Report of Accountable Property," in accordance with the following instructions:

List each item for which reimbursement is requested. A reference shall be made to the following (as applicable):

- The item number for the specific piece of equipment listed in the Property Schedule.
- The Contracting Officer's Authorization letter and number, if the equipment is not covered by the Property Schedule.
- Be preceded by an asterisk (\*) if the equipment is below the approval level.

(4) Materials and Supplies Include equipment with unit costs of less than \$1,000 or an expected service life of two years or less, and consumable material and supplies regardless of amount.

(5) Premium Pay List remuneration in excess of the basic hourly rate.

(6) Consultant Fee List fees paid to consultants. Identify consultant by name or category as set forth in the contract's Advance Understanding or in the COA letter, as well as the effort (i.e., number of hours, days, etc.) and rate being billed.

(7) Travel Include domestic and foreign travel. Foreign travel is travel outside of Canada, the United States and its territories and possessions. However, for an organization located outside Canada, the United States and its territories and possessions, foreign travel means travel outside that country. Foreign travel must be billed separately from domestic travel.

(8) Subcontract Costs List subcontractor(s) by name and amount billed.

(9) Other List all other direct costs in total unless exceeding \$1,000 in amount. If over \$1,000, list cost elements and dollar amounts separately. If the contract contains restrictions on any cost element, that cost element must be listed separately.

(l) Cost of Money (COM) Cite the COM factor and base in effect during the time the cost was incurred and for which reimbursement is claimed.

(m) Indirect Costs--Overhead Identify the cost base, indirect cost rate, and amount billed for each indirect cost category.

(n) Fixed-Fee Earned Cite the formula or method of computation for the fixed-fee (if any). The fixed-fee must be claimed as provided for by the contract.

(o) Total Amounts Claimed Insert the total amounts claimed for the current and cumulative periods.

(p) Adjustments Include amounts conceded by the contractor, outstanding suspensions, and/or disapprovals subject to appeal.

(q) Grand Totals

The contracting officer may require the contractor to submit detailed support for costs claimed on one or more interim invoices/financing requests.

#### FINANCIAL REPORTING INSTRUCTIONS:

These instructions are keyed to the Columns on the sample invoice/financing request.

Column A--Expenditure Category - Enter the expenditure categories required by the contract.

Column B--Cumulative Percentage of Effort/Hrs.-Negotiated - Enter the percentage of effort or number of hours agreed to doing contract negotiations for each employee or labor category listed in Column A.

Column C--Cumulative Percentage of Effort/Hrs.-Actual - Enter the percentage of effort or number of hours worked by each employee or labor category listed in Column A.

Column D--Incurred Cost-Current - Enter the costs, which were incurred during the current period.

Column E--Incurred Cost-Cumulative - Enter the cumulative cost to date.

Column F--Cost at Completion - Enter data only when the contractor estimates that a particular expenditure category will vary from the amount negotiated. Realistic estimates are essential.

Column G-- Contract Amount - Enter the costs agreed to during contract negotiations for all expenditure categories listed in Column A.

Column H--Variance (Over or Under) - Show the difference between the estimated costs at completion (Column F) and negotiated costs (Column G) when entries have been made in Column F. This column need not be filled in when Column F is blank. When a line item varies

by plus or minus 10 percent, i.e., the percentage arrived at by dividing Column F by Column G, an explanation of the variance should be submitted. In the case of an overrun (net negative variance), this submission shall not be deemed as notice under the Limitation of Cost (Funds) Clause of the contract.

Modifications: Any modification in the amount negotiated for an item since the preceding report should be listed in the appropriate cost category.

Expenditures Not Negotiated: An expenditure for an item for which no amount was negotiated (e.g., at the discretion of the contractor in performance of its contract) should be listed in the appropriate cost category and all columns filled in, except for G. Column H will of course show a 100 percent variance and will be explained along with those identified under H above.

#### SAMPLE INVOICE/FINANCING REQUEST AND CONTRACT FINANCIAL REPORT

(a) Billing Office Name and Address  
NATIONAL INSTITUTES OF HEALTH

Bethesda, MD 20892-

(e)  
Payee's Name and Address  
ABC CORPORATION  
100 Main Street  
Anywhere, USA zip code

Attn:  
Name, Title, & Phone Number of Official to Whom  
Payment is Sent

(b) Invoice/Financing Request No. ....

(c) Date Invoice Prepared. ....

(d) Contract No. ....

Effective Date ....

(f) Total Estimated Cost ....

(g) Total Fixed Fee. ....

(h) This invoice/financing request represents reimbursable costs for the period from to

Expenditure Category\*

A

Cumulative Percentage of

Effort/Hrs.

Incurred Cost

Cost at

Completion

F

Contract

Amount

G

Variance

H

Negotiated

B

Actual

C

(i) Current

D

(j) Cumulative

E

(k) Direct Costs:

(1) Direct Labor

(2) Fringe Benefits

(3) Accountable Property  
(attach HHS-565)

(4) Materials & Supplies

(5) Premium Pay

(6) Consultant Fees

(7) Travel

(8) Subcontracts

(9) Other

Total Direct Costs

(l) Cost of Money

(m) Overhead G&A

(n) Fixed Fee

(o) Total Amount Claimed

(p) Adjustments



(q) Grand Totals

I certify that all payments are for appropriate purposes and in accordance with the contract.

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(Name of Official) (Title)

\* Attach details as specified in the contract

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